To: Hebrew SeniorLife Employees

RE: 2021 Online Open Enrollment Information

Hebrew SeniorLife will continue to use our bswift online enrollment system! If you would like to make changes to your benefit elections, **Open Enrollment** is **March 1 – March 12**. As a benefit eligible employee, it is the one time of year when you are able to make changes to your benefits without a qualifying event, such as a marriage or birth.

"How to Enroll in Your Benefits Online with bswift" instructions appear in the page that follows. **Note that online enrollment is not available until March 1.**

PLEASE NOTE: Your Flexible Spending Account and/or Dependent Care Account Elections and Health Savings Account Elections, must be renewed annually through the bswift enrollment system. Please have the following information for yourself and your dependents in order to complete your account(s) enrollment:

- ✓ **First and Last Name**
- ✓ **Date of Birth**
- ✓ **Social Security Number**

Remember Open Enrollment is the only time throughout the year when you can make changes to your coverage unless you experience a qualifying event.

PLEASE NOTE: If you do not login to the benefits portal, all your current benefits (except FSA and HSA) will roll over to the new plan year.

NEED ASSISTANCE ENROLLING? – A member of the bswfit Benefits Center Team is available to assist with:
- Login assistance and password resets
- Enrollment portal navigation
- Telephonic enrollment processing, including a recap of elections and rates
- Provide you an enrollment report at the end of the call summarizing and confirming your elections
- Beneficiary change processing

If you need assistance with enrollment, please call a member of the Benefits Center Team directly at (877) 213-5221 from 9:00AM – 6:00PM, EST; Monday through Friday. **This assistance line is only available from March 1 – March 12.**

HAVE SPECIFIC QUESTIONS? Please contact Accolade Member Services at 833-851-9152. If you are already registered with Accolade, you can also visit member.accolade.com or the Accolade App to speak to a Health Assistant.
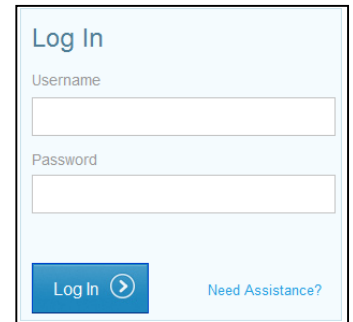

Sincerely,

Your Benefits Team

How to Enroll in Your Benefits Online with bswift

Enroll online from your computer at work or from your home computer. You can also call the Benefits Call Center, Monday through Friday, 9AM – 6PM EST at 877-213-5221, for enrollment support.

IMPORTANT: Employees cannot login and complete enrollment until March 1ˢᵗ!

☐ **Type the following URL in any browser window:**
www.HebrewSeniorLife.bswift.com

☐ **Enter your username in the User ID field:** First Initial + Last Name + Last 4 Digits of Social Security Number (SSN)

☐ **Enter your password in the Password field: Last 4 Digits of SSN**

   o **Example:** John Smith logs in as: Username: JSmith1234, Password: 1234

      • Please Note: Your password is reset to the last 4 digits of SSN for open enrollment regardless of if you went through the online enrollment system in the past.

☐ **Click Enter**

   o **Note: Upon your initial log in, you'll be required to change your password for security purposes**

Begin the Enrollment Process

☐ **Click "Enroll Now" to get started!**

☐ **Review and update your demographic and family information.**

☐ **Continue through your online enrollment and select your Benefits. Don't forget to select coverage for your dependents!**

☐ **Buttons and tools are included to help you navigate and gather information throughout your online enrollment.**

☐ **Watch the calculator as you choose your Benefits to see your total cost.**

☐ **Proceed until all Benefits are checked and then click continue.**

☐ **Review and Confirm your elections. Once completed, Save your Enrollment!**

Important Notes

   • Enrollment is **not complete** until you have checked the box (as shown at right) that states "I agree, and I'm finished with my enrollment" and then click "Save My Enrollment."
   • **Save a copy of your confirmation statement by sending it to your email**